



PACIFIC NORTHWEST

2016 USTA/PNW Adult 18 & Over Sectional Championship Handbook

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DATES

- **Captain Check-In:** Thursday, August 11, 6:30-7:00pm at Double Tree by Hilton Spokane City Center
- **Captains' Meeting:** Thursday, August 11, 7:00-7:45pm at Double Tree by Hilton Spokane City Center
- **Player Party:** Friday, August 12, 7:30-10:00pm at Spokane Convention Center- Centennial Ballroom
- **Match Play:** Friday, August 12 – Sunday, August 14 (schedule to be posted on TennisLink by July 29)

TENNIS COURTS

- **Match Courts:**
 - Ferris High School - 3020 E 37th Ave, Spokane, WA 99223 (parking lot on corner of 37th & Regal)
 - Gonzaga Preparatory School - 1224 E Euclid Ave, Spokane, WA 99207 (parking lot on Euclid Ave)
 - Hart Field (near Jefferson Elementary) - 206 E 33rd Ave, Spokane, WA 99203 (parking on 33rd Ave)
 - Central Valley High School - 821 S Sullivan Rd, Spokane Valley, WA 99037 (parking lot on Sullivan Rd)
 - University High School - 12420 E 32nd Ave, Spokane Valley, WA 99216 (parking lot west of high school on 32nd Ave)
- **Practice Courts:**
 - Courts listed above will not be available for practice Friday or Saturday (Ferris and Hart also not available on Sunday), as that is during match play.
 - Spokane Valley practice courts (open on a first-come, first-serve basis):
 - West Valley High School (10 courts) – 8301 E Buckeye Ave, Spokane, WA 99212
 - East Valley High School (12 courts) – 15711 E Wellesley Ave, Spokane, WA 99216
 - South Spokane practice courts (open on a first-come, first-serve basis):
 - Comstock Park (6 courts) - Spokane, WA 99203 (courts off of Howard St)
 - North Spokane practice courts (open on a first-come, first-serve basis):
 - Rogers High School (8 courts) - 1622 E Wellesley Ave, Spokane, WA 99207
 - Shadle Park High School (8 courts) - 4327 N Ash St, Spokane, WA 99205
 - Mission Park (8 courts) - 1398 Mission Park, Spokane, WA 99216

TEAM FEES

- \$333 per team for 3.0-4.5 levels; \$282 per team for 2.5 and 5.0+ levels. Entire entry fee is non-refundable once the schedule is posted.
 - You must pay online **by July 15**. Go to the [Adult 18 Sectional Registration Page](#) to register.

The screenshot displays the online registration payment interface. On the left, a 'Your order summary' table shows a 'Team Registration' item priced at \$98.00 with a quantity of 1, resulting in an 'Item total' of \$98.00 and a 'Total' of \$98.00 USD. On the right, the 'Choose a way to pay' section offers two main options: 'Pay with my PayPal account' and 'Pay with a debit or credit card, or PayPal Credit'. A blue arrow points to the second option. Below this, a dropdown menu for 'Country' is set to 'United States'. Another blue arrow points to the 'Debit or Prepaid Gift Card' button, with a text annotation 'Select the correct tab (debit/pre-paid gift card or credit)' pointing to it. The 'Credit Card' button is also visible. Below the buttons, there is a section titled 'The secure way to use your debit card online' with a note about \$0 liability on unauthorized transactions. It includes input fields for the 'Debit or Prepaid gift card number', 'Payment types' (with logos for VISA, American Express, DISCOVER, and MasterCard), 'Expiration date' (mm / yy), and a 'CSC' field. A 'What is this?' link is at the bottom.

LODGING

- **Divisions Per Site:** If you'd like to reserve your lodging near where your matches will be played, see the divisions held at each site below. **Please note: ALL finals matches will take place at Hart Field and Ferris High School.**
 - 2.5 Women, 3.0 Men: Gonzaga Preparatory School
 - 3.0 Women, 3.5 Men and Women, 4.0 Women: Hart Field and Ferris High School
 - 4.0 Men, 4.5 Men and Women, 5.0 Men and Women: University High School and Central Valley High School
- **Hotels:** Visit http://www.pnw.usta.com/USTA-League/sectional_hotels/ to view hotel group rates and information. *Note: Each hotel offers a limited number of rooms at the group rate listed. These rooms are on a first-come, first-served basis.*
- **Other:** Looking for an alternative to hotel rooms? Give the following vacation rental sites a try!
 - Airbnb: www.airbnb.com
 - VRBO: <https://www.vrbo.com>
 - Vacation Rentals: www.vacationrentals.com

ELIGIBILITY

- **Required Matches for Sectionals:** All players must have played a minimum of two matches (one can be a default) prior to playing in Sectionals. Any player who does not meet this minimum is not eligible to participate in Sectionals.
- **Required Matches for Nationals:** As a reminder, all players must play three matches (with no defaults) through Sectionals in order to be eligible for the National Championships.
- **Membership:** All players must have a current USTA Membership through the end of Sectionals. If a membership has expired, it must be renewed prior to playing a match. If a player plays a match with an expired membership, that player will be deemed ineligible.

RULES, REGULATIONS, and SCORING

Tournament Regulations

- **Regulations:** National and USTA/PNW League Regulations will be enforced during the Sectional Championships. Visit <http://www.pnw.usta.com/USTA-League> under "Rules and Regulations"
- **Match Line-Ups Due:** All match line-ups must be submitted to the tournament desk by the team captain at least 30 minutes prior to the start of the scheduled match time. Penalties may be enforced at the Tournament Director or Referee's discretion. Matches may go on early. Double check all line-up cards and make sure the names are correct (i.e. no double entries) and they match TennisLink before handing it into tournament staff.

Players on Multiple Teams

- **Different NTRP Level:** Players who qualify on more than one team for the Sectional Championships may compete on one or all teams provided they are at different NTRP levels. We will do our best to

accommodate these players in the schedule— captains must email the Tournament Organizer, Adam Hutchinson (ahutchinson@pnw.usta.com), BEFORE July 15 to have any schedule requests considered.

- **Same NTRP Level:** Players who qualify on more than one team for the Sectional Championships at the same NTRP level must declare which team they will play on through the entire Sectional Championships. This must be done prior to any teams' first match at the Sectional Championships. The player is allowed to join any of the other teams at the conclusion of the Sectional Championships to compete in the National Championships if they are eligible. (PNW Regulation 2.0(b)).

Scoring

- **Format:** Best two out of three sets with a match tie-break (first to 10 points, win by 2) in lieu of a third set. Regular Scoring will be used (play out the ads).
- **Tiebreak Procedure:** Coman Tie Break procedure used for all tiebreakers.
- **Scoring Modification:** The Tournament Director reserves the right to modify the scoring if needed due to weather or other delays beyond our control.

Championship Flight Set-Up

- Round Robin, non-elimination format. Two sub-flights per division. The winner of each flight will play each other in the Finals. *Note: if there are five teams or less in a division, there will be one flight with no finals.*
- The winner of each flight will be determined by team matches won. In the event of a tie in the standings, the following procedure will be used to break the tie (in order):
 1. Winner of the most individual matches
 2. Winner of head-to-head match
 3. Winner of the fewest number of sets lost
 4. Winner of the fewest number of games lost
 5. Procedure to be determined by Championship Committee

NTRP Disqualification

- The USTA/PNW will follow **National Regulation 2.04B(2)a** which states the following: Run dynamic calculations and produce ratings throughout the championship. Through the conclusion of the championship event, notify and disqualify any player who meets the criteria for NTRP Dynamic Disqualification and reverse appropriate matches played.
- **National Regulation 2.04E(2)a** states all matches played by a dynamically disqualified player shall be considered losses and those matches shall be considered 6-0, 6-0 wins for the opposing player or doubles team. *Note: this is only within a specific segment of play. For example, the Round Robin play is considered one segment. The Finals are considered a different segment. If a player is NTRP Dynamically DQ'd from a Final, only the Final will be affected.*

Grievance and Appeal Procedures

The following guidelines and procedures will be used during the Sectional Championships. Please review them carefully. Download grievance forms and information by visiting the PNW Grievance website at <http://www.pnw.usta.com/USTA-League/grievance/>. Any tournament staff member will be glad to assist you with the forms and answer any questions or procedures.

- **General Grievances (National Regulation 3.03C(1)):** Any grievance alleging a violation during championship competition shall be in writing and delivered to the duly appointed Site Director or

designee prior to whichever occurs first: (a) within 30 minutes of the completion of the involved team's match or (b) the commencement of the involved team's next match, whether or not the involved player participates.

- **Eligibility Grievances (National Regulation 3.03B(3)):** Any grievance regarding failure to meet eligibility requirements may be filed by a team captain, league coordinator, or member of a Championship Committee at any time.
 - National Regulation 3.03B(3)a – For eligibility matters of simple fact (e.g., age, USTA Membership, Tennis Link Registration) a USTA league coordinator may declare a player ineligible and disqualify that player without filing a grievance.
- **NTRP Grievances:** Any self-rated player (or Early Start League player at an NTRP level lower than his/her current year-end rating, or a player with granted Medical Appeal) who is playing at an NTRP level lower than his/her actual skill level is subject to an NTRP Grievance. NTRP Grievances may be filed against a player at any time up to 48 hours after the conclusion of the Sectional Championship of the player's team, whether or not the player participated. View the "PNW Grievance Procedure" on the [Grievance Webpage](#). This will be sent to all captains and also available at each Tournament Desk. Also refer to National Regulation 3.03E.
- **Grievance Appeals:** Refer to National Regulation 3.04. If necessary, this can be found on the National USTA website and also available at the Tournament Desk.

Coaching and Officials

- **Coaching:** No coaching is allowed. Cell phone and other electronic devices are not allowed on court without permission from the Tournament Director or Referee.
- **Tournament Referee:** USTA/PNW intends on having a Certified USTA Official as the Head Referee.
- **Roving Officials:** We will not utilize USTA Roving Officials during the Sectional Championships. Captains and Players will be expected to utilize PNW Regulation 2.03E(a) (Line Call Help) as well as The Code. Copies of both will be given to captains ahead of time. Any issues that cannot be rectified should be brought to the attention of the Tournament Desk, Head Referee, or Tournament Director.

PLAYER AND TOURNAMENT DETAILS

Captain Check-In

When: Thursday, August 11, 6:30-7:00pm

Where: Double Tree by Hilton Spokane City Center - 322 North Spokane Falls Court, Spokane, Washington 99201

What: Captain or team designee will...

- Check-in with tournament staff
- Review roster for ineligible players
- Turn in Player Publicity Release Form for photos
- Verify contact numbers
- Pick up Captain Packet
- Pick up T-shirts
- Pick up Player Party tickets

Captains' Meeting

When: Thursday, August 11, 7:00-7:45 pm

Where: Double Tree by Hilton Spokane City Center - 322 North Spokane Falls Court, Spokane, Washington 99201

What: Details about the tournament, important reminders, and an opportunity to have questions answered will be at this meeting, so please plan on attending. It immediately follows the Team Check-In. This is also your last chance to purchase any extra guest tickets, as **no** tickets may be purchased the night of the Player Party. There will also be raffle prizes, so don't miss out!

Player Party

When: Friday, August 12, 7:30-10:00pm

Where: Spokane Convention Center, Centennial Ballroom - 334 W Spokane Falls Blvd, Spokane, WA 99201 ([see map](#))

Who: Food will be provided. A no host bar will be available with beer and wine. There will be a chance to win raffle prizes for all attendees. Each team will receive the total number of tickets listed on their roster. If a team has extra tickets, they may be used for guests. If more tickets are needed, then it's \$10.50 per ticket. **Please indicate the total number of players and guests attending upon online registration so we can have an accurate food count. Additional guest tickets may be purchased online [here](#), or at Team Check-In on Thursday, August 11. No change for cash will be available at Team Check-In, but credit and debit cards will be accepted. NO TICKETS WILL BE SOLD THE NIGHT OF THE PLAYER PARTY.**

Awards, T-Shirts, Photographer, Tennis Balls

Awards: Champions and Finalists each will receive awards for all rostered players. Champions will also receive a USTA/PNW Section Champion banner. 12 awards (9 for the 2.5 & 5.0 levels) will be given on site. If you have more than 12 (or 9) players, the rest will be mailed to the captain afterwards at no charge.

T-Shirts: Teams can request T-shirts for all rostered players. Captains will pick up all T-shirts for their team at Team Check-In. **Please indicate the total number of T-shirts in each size for all players upon online registration.** We offer men's and women's sizes. This year's T-shirt was designed by Amy Neuburger of Seattle, WA, in our 2016 Sectional Championship T-shirt Design Contest!

Photographer: We will have a professional photographer on site. He/she will be taking photos throughout the tournament as well as photos of the champions. Captains must have all players sign our Player Publicity Release Form to have photos taken. This form will be sent to captains and they need to have **all players sign it prior to the tournament.**

Balls: Penn Extra Duty balls will be used.

Inclement Weather & Schedule Adjustments

Format Change: Please note that the tournament format, number of matches, scoring, and match length may change due to a team not showing up or circumstances beyond our control such as weather. Rain or extreme heat could cause delays, modifications to the format and scoring, or other changes which deviate from the announced scheduled. In the event of a lengthy delay due to rain or heat, it will be at the discretion of the Tournament Director to use an alternative-playing format. We anticipate having back-up indoor courts for this event.

Schedule Change Update: In the event of suspension of play caused by inclement weather, please keep your cell phones handy as updates will be texted to you as soon as possible using our texting service and updated on our website at <http://www.pnw.usta.com/USTA-League/weather>. **Please list all your players' cell phone numbers and email addresses upon online registration so we can keep them updated as well.** Unless you hear otherwise, all players should plan on reporting to their scheduled match 30 minutes ahead of time.

Tips/Reminders for Players and Spectators

- **Bring Water Container:** Players and spectators must bring their own water container. Water will be available for refilling a container, but there will be no bottles or cups available on site.
- **Bring Umbrella/Tent:** We recommend players and spectators bring an umbrella or a pop-up tent for protection from the sun, as we will have limited tents/shade on and off the tennis court.
- **Bring Chairs:** each court will have enough benches/chairs for players to sit, but spectators are encouraged to bring a portable chair as not all venues will have adequate seating.
- **Wear Sunscreen:** Don't forget to bring sunscreen and a visor or hat!
- **Follow Host Site Rules:** We are all guests of these facilities. Please pick up all trash and be respectful of management or staff. They also have their own rules in place as to what is acceptable at their facility so please obey any posted rules. Please also be advised of the following:
 - Alcohol is **strictly** prohibited at all facilities.

Tournament Contact

Tournament Organizer: For all inquiries or questions leading up to the Sectional Championships, please contact...

Adam Hutchinson

Section League Coordinator

Email: ahutchinson@pnw.usta.com

Office Number: (503) 718-3329

Tournament Director: For questions during the Sectional Championships, please contact...

Alyssa Morrison

USTA/PNW Assistant Section League Coordinator

E-mail: morrison@pnw.usta.com

Cell Number: (971) 533-3637

See Captain To-Do List Below...

CAPTAIN TO-DO LIST

- ☐ Find out each player's cell phone, email, and T-shirt size (men's and women's sizes offered)
- ☐ Determine how many total people (players and guests) will be attending the Player Party
- ☐ Register your team online- go to the [Adult 18 Sectional Registration Page](#) by July 15
- ☐ Book your hotel rooms or rental houses for your team (or ask your teammates to book their own individually). For group rates/discounts, visit http://www.pnw.usta.com/USTA-League/sectional_hotels.
- ☐ Email the Tournament Organizer if you have a player participating in two different rating levels BEFORE July 15
- ☐ Make sure all players sign the Player Publicity Release Form and turn it in at Captain Check-In

Map of Spokane Convention Center

334 W Spokane Falls Blvd, Spokane, WA 99201

